



## **REQUIREMENTS FOR ZONE CHANGES AND CODE AMENDMENTS**

*Sandy City Community Development Department*

*10000 Centennial Parkway, Sandy, UT 84070*

*TEL# (801) 568-7250 FAX#(801) 568-7278*

1. The applicant/property owner shall submit the following information to the Community Development Department:
  - a. \_\_\_\_ A **Completed General Development Application Form**.
  - b. \_\_\_\_ A **Letter formally requesting the Zone Change or Code Amendment** and stating the reasons for the request.
  - c. \_\_\_\_ A **Property Plat of the area** of the requested Zone Change. (available from the Salt Lake County Recorder's Office located at 2001 South State Street, Government Center, (North Building), Salt Lake City, UT).
  - d. \_\_\_\_ A **Legal Description of the property** of the requested Zone Change.
  - e. \_\_\_\_ An **Accurate list of the Names and Addresses of all Property Owners of Current Record**, within 300 feet of the property, including your own, **on mailing labels** (for Zone Changes only), (available from the Salt Lake County Recorder's Office located at 2001 South State Street, Government Center, North Building, Salt Lake City, UT)
  - f. \_\_\_\_ Filing Fee: Rezoning = **\$368.00** + postage for mailing notices  
Code Amendment = **\$315.00**
2. The application should be filed no later than 3 weeks prior to the desired public hearing date before the Planning Commission. The Planning Commission generally meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.
3. The Planning Commission may consider the following items when reviewing the proposed Zone Change/Code Amendment:
  - a. Is the change reasonably necessary?
  - b. Is it in the public interest?
  - c. Is it in harmony with the objectives and purposes of the future development of Sandy City?
  - d. Is the change consistent with the General Plan?
4. The Planning Commission will make a recommendation at their meeting to the City Council on the proposed change. The City Council shall schedule a public hearing to discuss the proposed Zone Change/Code Amendment a minimum of 15 days but not more than 45 days following the review by the Planning Commission. Notice of such hearing shall be published in at least one newspaper of general circulation in Sandy City at least 15 days prior to such hearing.
5. The City Council, following the public hearing, will pass a motion either approving or denying the requested Zone Change/Code Amendment. Their decision is final. If the request is approved, an official Zoning Ordinance will be drawn up, signed and filed. The property applicant/property owner may then obtain a copy of the ordinance, if he so desires.
6. Re-submission. If an application for amendment is denied by the City Council, resubmission of an application for the same amendment shall not be allowed for a period of 12 months, unless totally new facts or information are presented.